



Arizona Department of Education
Tom Horne, Superintendent of Public Instruction

Grants Management Enterprise: Focusing on Completion Report Process

This workshop is intended to provide a hands-on training of the web-based Grants Management Enterprise (GME) system to individuals from Local Education Agencies (LEAs). The presentation will mainly focus on Completion Report process along with return of monies. It will also go over current Business Rules related to ADE Grants Management Amendment process. The targeted audience for this presentation is individuals who are new or somewhat familiar with the GME system and work with completion reports in the Grants Management System. The workshop will be held in a computer lab, and participants will have access to the ADE Grants Management Enterprise training website.

Please note that this presentation is strictly system-related and will not address questions regarding specific grants, financial requirements, funding strategies, or supplemental grant application materials that may be required by a certain program area.

Targeted Audience:

- Business Office Staff who deals with Completion report/ Return of Monies
- Grant Coordinators
- Others who work with online Completion Report

Topics:

- Completion Report
 - Current Business Rules related to Completion Report
 - Upcoming Business Rules Changes related to Completion Report
 - Understanding approved completion report
 - Recognizing Local and State Carry-Over
 - Return of Monies
 - Multi-Year Fund Carry-Over Matrix
- Completion Report
 - How to Create, Complete, and Submit a Completion Report
 - How to check status of an existing Completion Report
 - How to resubmit rejected Completion Report

Requirements and information for workshop participants:

- Pre-registration is required – participants can register by completing online registration process through “ADE Calendar of Events” at <https://www.ade.az.gov/online/registration/> (Go to View Events by Unit/Division and Click on “Grants Management”)
- Each workshop is approximately a 3 hour session.

Sessions will begin promptly at the specified time. Participants are asked to allow adequate time for travel, parking, and locating the classroom.

Workshop Dates and Locations:

Flagstaff	Flagstaff Unified District Technology Learning Center (upper floor of Admin Center) 3285 E. Sparrow Ave., Flagstaff	Tuesday, August 26, 2008 1:00 pm – 4:00 pm
Flagstaff	Flagstaff Unified District Technology Learning Center (upper floor of Admin Center) 3285 E. Sparrow Ave., Flagstaff	Thursday, August 28, 2008 9:30 am – 12:30 pm
Phoenix	Washington Elementary District – Computer Lab 4650 West Sweetwater Avenue, Glendale, AZ	Monday, August 18, 2008 1:00 pm – 4:00 pm
Phoenix	Washington Elementary District – Computer Lab 4650 West Sweetwater Avenue, Glendale, AZ	Wednesday, September 3, 2008 1:00 pm – 4:pm
Tucson	Lee Instructional Resource Center Computer Lab 2025 E. Winsett St., Tucson	Thursday, August 21, 2008 1:00 PM – 3:30 PM
Tucson	Lee Instructional Resource Center Computer Lab 2025 E. Winsett St., Tucson	Thursday, September 11, 2008 1:00 PM – 4:00 PM